

New Jersey Public Broadcasting Authority

Meeting of the Members of the Board

January 28, 2013 at 2:00 pm

New Jersey Statehouse
Welcome Center Multipurpose Room
and by Conference Call
125 W. State Street
Trenton, NJ 08608

MINUTES

Andrew Sidamon-Eristoff, Chair, Presiding

Minutes of the meeting of the New Jersey Public Broadcasting Authority ("NJPBA" or "Authority") held at the New Jersey Statehouse Welcome Center Multipurpose Room at 125 West State Street, Trenton, New Jersey, 08608, and by Conference Call on January 28, 2013 at 2:04 p.m.

1. CALL TO ORDER, OPEN PUBLIC MEETINGS ACT STATEMENT AND ROLL CALL

Chairman of the NJPBA Board, Mr. Andrew Sidamon-Eristoff, called the meeting to order. Chair Sidamon-Eristoff read the Open Public Meetings Act statement as follows: In accordance with the provisions of the Open Public Meetings Act of the State of New Jersey, notice of this meeting has been filed with the Office of the Secretary of State, has been posted on the appropriate bulletin boards maintained for such purposes by the Authority, distributed by press release to two daily newspapers in New Jersey, and announced on NJTV. Notice was made in advance of this meeting.

Chair Sidamon-Eristoff then requested a roll call. NJPBA Members present and participating at the meeting were Anthony Della Pelle, Vice Chair Cornell W. Brooks, and Chairman Andrew Sidamon-Eristoff. Also participating were Kevin K. Mistry, Assistant Attorney General; John Blair, NJPBA Executive Director; Neal Shapiro, President of WNET; John Servidio, General Manager of Public Media NJ, Inc.; Debra Falk, Director of Communications for Public Media NJ, Inc.; Rick Williams, NJPBA Director of Engineering; and Nichol Gee, NJPBA Office Manager (*taking minutes*). Steven Petrecca, Assistant State Treasurer; Brett Tanzman, Governor's Authorities Unit; staff members from Public Media NJ, Inc.; and members of the public were also present.

2. RESOLUTION APPROVING THE MINUTES OF THE JUNE 27, 2012 MEETING

Chair Sidamon-Eristoff asked for a motion to approve the Resolution Approving the Minutes of the June 27, 2012 Meeting. Mr. Della Pelle made a motion to approve the Resolution Approving the Minutes of the June 27, 2012 Meeting. Mr. Brooks seconded the motion. Chair Sidamon-Eristoff asked for a roll call vote. The motion passed unanimously.

3. REPORT FROM PUBLIC MEDIA NJ, INC.

Chair Sidamon-Eristoff asked Mr. John Servidio, General Manager of Public Media NJ, Inc. ("PMNJ"), to make a presentation to the Board regarding NJTV. Mr. Servidio referenced a PowerPoint presentation throughout his report.

Mr. Servidio introduced Mr. Neal Shapiro, President of WNET, and asked him to begin the presentation regarding NJTV. Mr. Shapiro referenced a study conducted by Dr. Matthew Hale, Master of Public Administration and Associate Professor at Seton Hall University. This study compared news coverage on NJTV with commercial stations in New York (WNBC) and Philadelphia (WPVI). Mr. Shapiro presented statistics from the study that showed that NJTV presented less coverage on crime in New Jersey and more coverage on topics such as New Jersey elections and "substantive campaign issues."

Mr. Servidio discussed NJTV's revenue and expenses. Referencing a spreadsheet in the PowerPoint presentation, Mr. Servidio reviewed each source of income, including underwriting, grants from the Corporation for Public Broadcasting ("CPB"), monies from the Food Channel agreement, and tower rentals. Mr. Servidio then reviewed expenses incurred by NJTV, including Super Storm Sandy ("Sandy") coverage, programming services and dues, publicity, broadcast operations, VITAL NJ, membership costs, and underwriting.

Mr. Servidio stated that NJTV consistently exceeded the minimum number of hours of New Jersey-centric programming required under the Programming and Services Agreement (the "Agreement") between PMNJ and NJPBA. A PowerPoint slide displayed the total number of New Jersey-centric hours of programming that were broadcast in recent months. Mr. Servidio discussed the New Jersey-centric programming presented on NJTV, including local series and special events, such as Sandy and election coverage, noting that the elections took place right after Sandy when many areas of New Jersey still had limited electricity.

Mr. Servidio stated that NJTV was increasing the amount of live reporting and decreasing the amount of studio interviews as a result of "LiveU" equipment that NJTV was able to purchase with special grant funding it received after Sandy. He said NJTV had exclusive coverage of the Governor's bunker during Sandy, which was picked up nationally. Mr. Servidio said NJTV received a lot of national media attention during Sandy, and he

reviewed the national programs and newspapers that ran NJTV features or conducted interviews with NJTV reporters.

Mr. Servidio stated that programs on NJTV received Mid-Atlantic Emmy Awards and nominations as follows: *Due Process* won two awards, *State of the Arts* won one award, and *Classroom Close-up, NJ* received four nominations.

Mr. Shapiro stated that he believed changes in the program schedule were driving increased ratings for NJTV. He said viewership for the channel as a whole and for *NJ Today* specifically had increased, with the greatest amount of growth coming from the northern areas of New Jersey. Ms. Falk stated that NJTV was seeing the most explosive areas of growth online, with approximately 50,000 unique visitors on the NJTV site in October and November, when NJTV was covering Sandy and the aftermath of the storm. Ms. Falk stated that due to the conditions in the area, people were not always able to watch television, but they watched online on their phones. Ms. Falk said NJTV was exploring the development of an NJTV mobile application and also increasing the company's presence on social media with more Twitter followers, Facebook friends, and YouTube subscribers. Ms. Falk reviewed the local press coverage NJTV received and the outreach opportunities and paid advertising NJTV engaged.

Mr. Servidio opened the floor for questions. Vice Chair Brooks asked how NJTV compared to other public broadcast stations. Mr. Shapiro stated that NJTV viewership was "better than average." Vice Chair Brooks asked about NJTV's online presence. Mr. Shapiro stated that it was rare to see the kind of online growth that NJTV was experiencing. Ms. Falk stated that the website was being redesigned to highlight local programs, and that since Sandy, NJTV received inquiries from larger public broadcasters such as WGBH and WETA to "compare notes" on website development and usage.

Chair Sidamon-Eristoff asked if NJTV was working with any entities to optimize its web presence so that NJTV stories would come up first in services such as Google's news feed when looking for information about New Jersey. Mr. Shapiro stated that PMNJ was working on that, but that the algorithms used in those searches are based on traffic, so larger entities would always come up first, but NJTV could improve by making sure the sites were designed with the right coding and keywords. Ms. Falk added that PMNJ was working on trade deals with Google and that it had a deal in place with Facebook starting in 2013. Mr. Della Pelle thanked the WNET and PMNJ staff for their thorough presentation.

4. REPORT FROM THE ARCHIVES COMMITTEE

Chair Sidamon-Eristoff asked Vice Chair Cornell Brooks, Chairman of the Archives Committee, to present a report on the status of the preservation of the Archives. Vice Chair Brooks thanked the NJPBA staff for coordinating the recent meeting of the Archives Committee. He said that the NJPBA was working with WNET and PMNJ and had received a grant from the Robert Wood Johnson Foundation ("RWJ") for \$380,000 to

create an inventory and risk assessment of NJPBA's media assets ("Archives"), totaling approximately 100,000 items. Vice Chair Brooks said the non-State owned media assets were being disposed of and that work was being done to assess the expenses associated with preserving the Archives. He said the Archives Committee was working with State archivists and historians to prioritize the assets for preservation. Vice Chair Brooks said that the conversation at the Archives Committee meeting focused on the inventory and assessment work being conducted by AudioVisual Preservation Solutions ("AVPS") and development opportunities. Vice Chair Brooks stated that this first phase of work should be completed in the Spring of 2013, and then the NJPBA in cooperation with WNET and PMNJ would seek additional funding from RWJ to begin preservation of the Archives.

5. REPORT FROM THE AUDIT COMMITTEE

Chair Sidamon-Eristoff asked Mr. Anthony Della Pelle, Chairman of the Audit Committee, to present a report on the Fiscal Year 2012 Audit. Mr. Della Pelle stated that it was anticipated that the Fiscal Year 2012 Audit would have been presented for approval at this meeting, however it was not yet complete. Mr. Della Pelle stated that all New Jersey authorities were required to complete an audit, and that an independent audit was also required by the CPB. Mr. Della Pelle stated that Fiscal Year 2012 was the first full year that NJPBA was operating under the new model, but the trial balance had to be linked back to Fiscal Year 2011 when NJPBA was operating under the old model. Mr. Della Pelle said this was difficult and required additional journal entries and review by the State of New Jersey, Department of the Treasury, Office of Management and Budget ("OMB").

Mr. Della Pelle stated that because of these circumstances, the Board needed to review the Resolution of the New Jersey Public Broadcasting Authority Amending the Scope of Work of the Independent Auditor, Mercadien, P.C. ("Mercadien"). He said Mercadien would be creating a special report to present joint financial information with PMNJ to CPB for this year's Community Service Grant ("CSG"). Mr. Della Pelle stated that even with the additional amount of \$6,705 requested by Mercadien for the additional journal entries and the creation of the special report, the cost of the Fiscal Year 2012 Audit would still be less than the projected costs of the other auditors who bid for the contract.

Mr. Della Pelle stated that the traditional combining financial statements created for the NJPBA and the Foundation for New Jersey Public Broadcasting ("FNJPB") were not possible under the current operating model because there was a difference in the financial controls between the two organizations, NJPBA and PMNJ, under the Agreement. Mr. Della Pelle said he was working with John Blair and Guy Tassi, a member of the NJPBA Audit Committee from OMB. Mr. Della Pelle stated that this issue was strictly related to the transition of operations of the NJPBA and that these increases should only be necessary in this first transitional year.

Chair Sidamon-Eristoff recognized Assistant Attorney General Mistry who recommended that the Resolution of the New Jersey Public Broadcasting Authority Amending the

Scope of Work of the Independent Auditor be pulled from this meeting's agenda. Assistant Attorney General Mistry stated that the Audit Committee should review the resolution before the Board moves forward to approve it. Assistant Attorney General Mistry recommended that when the Fiscal Year 2012 Audit was complete, the Audit Committee should review and approve both the Resolution Amending the Scope of Work of the Independent Auditor and the Resolution Accepting the Fiscal Year 2012 Audit Report. Assistant Attorney General Mistry said the NJPBA Board could then subsequently review and approve both resolutions.

Mr. Della Pelle agreed with Assistant Attorney General Mistry's recommendations. Chair Sidamon-Eristoff asked Assistant Attorney General Mistry if the next meeting could be conducted by teleconference. Assistant Attorney General Mistry stated that that would be acceptable.

Vice Chair Brooks stated that the audit needed to be compliant with Generally Accepted Accounting Principles ("GAAP") and asked what controls were impacting the Fiscal Year 2012 Audit. Assistant Attorney General Mistry stated that under Executive Order 122, the Audit Committee needed to recommend the audit to the Board, and therefore the Audit Committee should be the first to review the related resolutions. Mr. Blair stated that previously, the FNJPB was essentially controlled by New Jersey Network ("NJN"), but the same GAAP criteria of financial control was not met under the agreements between the NJPBA and PMNJ nor the FNJPB. Mr. Blair stated that there were ongoing discussions with CPB in order to meet their reporting standards while including the work of PMNJ and FNJPB. Assistant Attorney General Mistry stated that once this issue was settled with CPB, it would define the standard reporting method for CPB under the new operating model. Mr. Della Pelle stated that the Audit Committee had intended to meet last Friday, but was not able to because of the extent of additional work this caused for the Fiscal Year 2012 Audit.

6. EXECUTIVE DIRECTOR'S REPORT

Chair Sidamon-Eristoff asked Executive Director John Blair to present his Executive Director's Report to the Board. Mr. Blair reviewed the NJPBA budget handout detailing revenues and expenditures to date. He explained variances between the forecast budget and actual budget for each line item and reviewed some of the costs incurred because of Sandy. Mr. Blair said the NJPBA expected to finish the year on budget. Chair Sidamon-Eristoff asked if the NJPBA Trust Fund monies could be used for extraordinary expenses. Mr. Blair stated that the Trust Fund was dedicated for capital expenses only and could not be used for operating costs. Assistant Attorney General Mistry concurred. Mr. Williams stated that the NJPBA could apply for emergency grants, if necessary. Chair Sidamon-Eristoff asked if the Trust Fund could be applied as matching funds for grants from the Federal Emergency Management Agency ("FEMA"). Mr. Williams stated that he believed that was possible and had been done in the past.

Mr. Blair reported on the administrative operations of the NJPBA. He stated that the Authority manages the Agreement with PMNJ and that everything seemed to be going well in that regard. Mr. Blair said the NJPBA was also responsible for the administration of the television licenses as required by the Federal Communications Commission ("FCC"), and that this area of operations was also going well. Mr. Blair said NJPBA staff was working on the CPB reporting, and that the public service announcements that were part of the radio sales agreements were being utilized and that he would give an account of that usage at the next meeting.

Mr. Blair explained that in the NJN era, the Authority had made a large financial deal involving Educational Broadband Service ("EBS") licenses. He said at the time, there was a small spectrum that could not be licensed, but that this had changed, and that the NJPBA now had the license for a small sliver of bandwidth that could be leased. Mr. Blair said a third party firm was evaluating the value of this sliver of bandwidth which could result in a small, monthly revenue stream, anticipated to be approximately \$3,000. Assistant Attorney General Mistry stated that the lease of that license would be competitively bid out. Chair Sidamon-Eristoff asked if a telecom operator would be the likely buyer. Mr. Blair stated that the buyer of the other EBS licenses would be the most likely buyer since the sliver is in the middle of the bandwidth, but that it was important for the NJPBA to have the valuation done so that the Authority could be sure it was receiving fair value.

Mr. Blair mentioned that the Community Oriented Policing Services ("COPS") grant which the NJPBA received in partnership with the New Jersey State Police ("NJSP") was also still active. He said he expected this project would have ended by this time, but the NJSP had requested one more extension on the grant. Mr. Blair said that the NJPBA had pledged bandwidth to the project if NJSP was able to move the project forward.

Mr. Williams discussed Sandy. He said the impact of the storm on NJPBA operations was minimized due to good planning and the work of the Authority's maintenance contractor, Broadcast Sciences. Mr. Williams said that television service for ninety percent (90%) of the people who had power during Sandy was not impacted because of the direct feed NJPBA provides to distributors. He said NJTV used some of NJPBA's equipment for storm coverage. Mr. Williams said the biggest issue for the NJPBA was the loss of power at transmitter sites. He said the transmitters ran on generators for a significant amount of time. Mr. Williams also presented pictures of storm damage at the Warren, New Jersey site. He said NJPBA was working with Treasury to apply for FEMA funding and also contacted CPB for special grant funding.

Mr. Williams briefly discussed the work of Broadcast Sciences. He stated that upon inception of this contract, there was an immediate improvement in the services the NJPBA received as compared to the previous service provider due to the experience of the Broadcast Sciences staff. Mr. Williams said Broadcast Sciences was working on a detailed project list and has a rapid response time for emergency issues.

Mr. Williams stated that the sale of NJPBA's surplus equipment began in January 2013. He said items that were of no use to the Authority or other State agencies were being sold. Mr. Williams said NJPBA was working with the Division of Purchase and Property to auction off the equipment, and that while most of the equipment was selling at a low return rate, as expected, a few items sold at fifty (50%) to eighty (80%) percent of the original purchase prices. Mr. Williams said there were about sixty (60) to seventy (70) more lots to be sold, and that the funds from the sale would be deposited into the NJPBA Trust Fund.

Mr. Williams reviewed the NJPBA capital projects underway, referring to a handout with the budgets and expenditures of each one. Mr. Williams said that although the construction of the Statehouse Studio was complete, the connections to the Legislative Chambers and the committee rooms still needed to be installed. He said the scope of work for the tower painting and lighting was being written for a request for quote, and the transmitter equipment replacement contract would be awarded at the end of February. Chair Sidamon-Eristoff asked what sorts of expenses fell into the "additional expenditures" category. Mr. Blair stated that there were certain aspects of projects that were considered operating expenses rather than capital expenses. Chair Sidamon-Eristoff asked why the roof update would not be considered a capital expense. Mr. Williams explained that in order to repair the roof, there was an ice shield that needed to be removed and then reinstalled, which cost \$25,000. He said the actual roof repair was only \$2,500.

Vice Chair Brooks asked where the funds from the equipment auction would be deposited. Mr. Blair stated that the funds would go into the Trust Fund, and that he anticipated revenues from the sale to be in the "low hundred-thousands." Chair Sidamon-Eristoff said the Authority needed to make mid- to long-term plans for the Trust Fund. Mr. Blair stated that he and Mr. Williams were working to that end and would be able to present new projects at the next Board meeting.

7. RESOLUTION OF THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY AMENDING THE SCOPE OF WORK OF THE INDEPENDENT AUDITOR

The Members decided and agreed that the Resolution of the New Jersey Public Broadcasting Authority Amending the Scope of Work of the Independent Auditor would be pulled from this meeting's agenda for reasons articulated in the discussion of the Report from the Audit Committee.

8. RESOLUTION OF THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY RATIFYING THE DIVERSITY POLICY REQUIRED BY THE CORPORATION FOR PUBLIC BROADCASTING

**RESOLUTION OF THE NEW JERSEY PUBLIC BROADCASTING
AUTHORITY RATIFYING THE DIVERSITY POLICY REQUIRED
BY THE CORPORATION FOR PUBLIC BROADCASTING**

WHEREAS, the New Jersey Public Broadcasting Authority (the “Authority”) was created pursuant to the New Jersey Public Broadcasting Authority Act of 1968, L. 1968, c. 405, as amended (the “Original Act”), including by the New Jersey Public Broadcasting System Transfer Act, L. 2010, c. 104 (the “Transfer Act,” and together with the Original Act, the “Act”);

WHEREAS, pursuant to the Transfer Act, the Authority entered into a Programming and Services Agreement (the “PMNJ Agreement”) dated as of July 1, 2012, with Public Media, NJ, Inc. (“PMNJ”), whereby PMNJ has agreed to provide programming, including New Jersey-centric news, public affairs and information programming on the stations (WNJT(TV) Trenton, WNJB(TV) New Brunswick, WNJN(TV) Montclair, WNJX(TV) Camden, W36AZ Sussex, W49BE Hackettstown and W43CH Belvidere)(collectively, the “Stations”) in the State of New Jersey’s (the “State”) public broadcasting system;

WHEREAS, PMNJ is a New Jersey not-for-profit corporation, with WLIW, L.L.C., as its sole member; the sole member of WLIW is WNET.ORG (“WNET”);

WHEREAS, the Corporation for Public Broadcasting (“CPB”) provides the Authority with Community Service Grant (“CSG”) funding on an annual basis in support of the Authority’s public broadcasting activities, conditioned on the Authority certifying compliance with CPB’s CSG requirements;

WHEREAS, CPB, beginning on September 30, 2012, now requires CSG grant recipients (“CSG Grantees”) to certify that they are in compliance with CPB’s diversity eligibility policy requirement, which requires CSG Grantees to have established a formal diversity policy as a condition of receipt of the CSG;

WHEREAS, in order to receive the CSG, the Authority staff prepared the Diversity Policy (the “Policy”) (attached hereto as Exhibit A) and the Chair of the Authority approved the Policy;

WHEREAS, the Policy meets the requirements of CPB in order for the Authority to receive the CSG;

WHEREAS, the Authority passes through the CSG funds received to PMNJ in furtherance of the PMNJ Agreement; and

WHEREAS, the Authority wishes to ratify the Policy.

**NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE
NEW JERSEY PUBLIC BROADCASTING AUTHORITY AS FOLLOWS:**

1. The Members of the Authority hereby ratify the Policy (attached hereto as Exhibit A).

2. The Authority authorizes and delegates to the Executive Director to take any and all actions necessary to implement the Policy.

3. This resolution shall take effect immediately in accordance with the Act.

Chair Sidamon-Eristoff asked for a motion to approve a Resolution of the New Jersey Public Broadcasting Authority Ratifying the Diversity Policy Required by the Corporation for Public Broadcasting. Mr. Della Pelle made the motion to approve the resolution. Vice Chair Brooks seconded the motion.

Chair Sidamon-Eristoff asked Mr. Blair to discuss the Resolution of the New Jersey Public Broadcasting Authority Ratifying the Diversity Policy Required by the Corporation for Public Broadcasting. Mr. Blair stated that the NJPBA received approximately \$2.3 million plus another \$750,000 in additional funds from CPB this year, and that in order to receive CPB funds, NJPBA management must annually affirm certain operating practices to the CPB, such as conducting open public meetings. Mr. Blair stated that in the summer of 2012, CPB added the requirement that grant recipients have a diversity policy. Mr. Blair stated that discussions with CPB and counsel explored the inappropriateness of this requirement upon the Authority due to NJPBA's operations within State guidelines, and NJPBA tried to obtain exemption from this requirement, but to no avail. In order to receive the CPB funds, Mr. Blair stated that the NJPBA had to have a formal diversity policy, so the Authority created a policy in line with what was minimally required by the CPB. Chair Sidamon-Eristoff noted that the policy included a measure of diversity training. Mr. Blair stated that this included training for the Board, and to that end, he would soon be sending literature to the Board Members.

Chair Sidamon-Eristoff indicated that he felt it was important that the NJPBA comply with this requirement. Chair Sidamon-Eristoff then asked for a roll call vote. The motion to approve the Resolution of the New Jersey Public Broadcasting Authority Ratifying the Diversity Policy Required by the Corporation for Public Broadcasting was voted upon and approved unanimously.

9. RESOLUTION APPROVING A TOWER ACCESS AND LICENSE AGREEMENT BETWEEN THE CITY OF CLIFTON, PASSAIC COUNTY AND THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY

**RESOLUTION APPROVING A TOWER ACCESS AND LICENSE AGREEMENT
BETWEEN THE CITY OF CLIFTON, PASSAIC COUNTY AND
THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY**

WHEREAS, the New Jersey Public Broadcasting Authority (the “Authority”) was created pursuant to the New Jersey Public Broadcasting Authority Act of 1968, L. 1968, c. 405, as amended (the “Original Act”), including by the New Jersey Public Broadcasting System Transfer Act, L. 2010, c. 104 (the “Transfer Act,” and together with the Original Act, the “Act”);

WHEREAS, the Authority wishes to enter into a Tower Access and License Agreement (the “Agreement”) with the City of Clifton, Passaic County (“Clifton”) for the purpose of providing access and a license to place wireless telecommunications equipment on the Authority’s broadcasting tower located at 42 Clove Road, Little Falls, New Jersey (the “Tower”);

WHEREAS, the term of the Agreement will be for five (5) years with four five (5) year renewal options;

WHEREAS, the wireless telecommunications equipment being installed on the Tower by Clifton is for use of the Clifton Police Department;

WHEREAS, Authority policy is not to charge State and local public safety agencies a license fee for use of the Tower if the purpose of the wireless telecommunications equipment is for public safety purposes;

WHEREAS, Clifton is only authorized to install equipment which has been approved by the Authority’s engineering department and is consistent with current standards and policies; and

WHEREAS, the Authority wishes to approve the entry into the Agreement with Clifton.

NOW, THEREFORE, BE IT RESOLVED BY THE MEMBERS OF THE NEW JERSEY PUBLIC BROADCASTING AUTHORITY AS FOLLOWS:

1. The Members of the Authority hereby approve the Agreement attached hereto as Exhibit A, in substantially the form presented to at this meeting and authorize the Executive Director to execute and deliver the Agreement, with such changes, revisions and omissions in consultation with the Office of the Attorney General.

2. The Members of the Authority hereby approve the execution and delivery of any documents necessary to effectuate and implement the Agreement, and authorize the Executive Director to take any and all action necessary to effectuate and implement the Agreement, including, but not limited to, execution and delivery of documents in connection therewith.

3. This resolution shall take effect immediately in accordance with the Act.

Chair Sidamon-Eristoff asked for a motion to approve a Resolution Approving a Tower Access and License Agreement Between the City of Clifton, Passaic County and the New Jersey Public Broadcasting Authority. Vice Chair Brooks made the motion to approve the resolution. Mr. Della Pelle seconded the motion. Chair Sidamon-Eristoff asked for a

roll call vote. The motion to approve the Resolution Approving a Tower Access and License Agreement Between the City of Clifton, Passaic County and the New Jersey Public Broadcasting Authority was voted upon and approved unanimously.

10. EXECUTIVE SESSION (if necessary)

Chair Sidamon-Eristoff asked if there was a need to enter into Executive Session. The Members demurred. No Executive Session was held.

11. OTHER BUSINESS (if any)

Chair Sidamon-Eristoff asked if there was any other business to discuss. No further discussion occurred.

12. PUBLIC COMMENTS

Chair Sidamon-Eristoff asked if any members of the public wanted to make a comment. No members of the public spoke before the Board.

13. ADJOURNMENT

Chair Sidamon-Eristoff thanked everyone for their participation. Chair Sidamon-Eristoff asked for a motion to adjourn. Mr. Brooks made a motion to adjourn the meeting. Mr. Della Pelle seconded the motion. The motion was voted upon and approved unanimously. The meeting was adjourned at 3:09 p.m.